

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/CM-ECP**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Engineering Change Proposals and Associated Documentation
7. **DESCRIPTION/USE:** To propose changes to Government controlled configuration documentation, e.g., engineering changes to drawings, parts lists, specifications, software requirements documents, and interface control documents.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** As required
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.243-70, *Engineering Change Proposals*, (February 1998)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** To describe proposed changes with supporting rationale to Government-controlled configuration documentation.
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management, MSFC Programs/Projects*
- 15.3 **CONTENTS:**
The requirements of MSFC-STD-3394 shall be used in the preparation of proposed changes to Government-controlled configuration documentation.
 - a. The following MSFC forms or equivalent shall be prepared as required to define the specific requirements for a proposed change.
 1. Engineering Change Proposals (ECP's) - MSFC Form 2348, or equivalent.
Appropriate information shall be provided for each block on the ECP and yes/no questions will be answered with either a yes or no.
 2. Preliminary Interface revision Notices (PIRN's) - MSFC Form 4229.
 - b. Changes to specifications, documents, drawings and parts lists shall be provided in From/To or Was/Is format so that the change is clearly defined and included with the submittal of the ECP.
 - c. Field Engineering Changes (FEC) shall be prepared and processed in accordance with the appropriate field site format and instructions. Format and processing instructions for specific sites may be obtained from MSFC CM Office Representative.The program control number (PCN) (or its equivalent) assigned by MSFC and the proposal number assigned by the contractor shall be shown on all forms and messages.
- 15.4 **FORMAT:** The formats shall be as defined in paragraph 15.3.

DRD Continuation Sheet

TITLE: Engineering Change Proposals and
Associated Documentation

DRD NO.: STD/CM-ECP

DATA TYPE: 1

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.5 **MAINTENANCE:**

- a. ECP maintenance shall be accomplished by complete revision.
- b. PIRN's shall be a complete reissue.

15.6 **MSFC APPROVALS**

- a. Receipt of contractual approval shall constitute the sole authority for the contractor to effect a Class I engineering change.
- b. Changes to documentation shall be approved as a part of the ECP.
- c. PIRN's shall be approved as part of the ECP.

The contractor shall prepare and submit ECP's when requested by MSFC to implement a Government-directed change.

NOTES to Engineering Change Proposals and Associated Documentation STD/CM-ECP

Applicability Instructions:

Field Engineering Change (FEC) is the expedited means for proposing emergency or urgent engineering changes at using sites on equipment for which MSFC retains design responsibility.

DRD Tailoring Note:

The Environmental Impact statement on MSFC Form 2348 may not be tailored out of the form. If FEC is not required, remove item 15.3c.

Sample Statement of Work words*:

Engineering changes, deviations, waivers and related data to Government controlled configuration documentation shall be generated and processed in accordance with DRD STD/CM-ECP.

Sample Statement of Work words* for Field Engineering Changes (FECs):

An FEC shall be used when time is insufficient to process an ECP. Prior to the FEC submittal the contractor shall obtain a PCN for the FEC identification. FEC installation and verification by the using site shall provide the information as specified in MSFC-STD-3394. Approval of an FEC by MSFC authorizes implementation of the change. The contractor shall prepare an ECP which incorporates the FEC into the baseline design requirements, per DRD STD/CM-ECP.

*****Sample complete CM SOW section available from CDRM.*****

Note:
**These instructions on DRD
applicability are not part of the
DRD and should not be included in
a DPD.**